

POSITION DESCRIPTION

Gardener / Tradeshelper

The U.S. Embassy in Kuwait is seeking an individual for employment in the position of Gardener/Tradeshelper.

BASIC FUNCTION OF THE POSITION:

The incumbent prepares soil and plants, cultivates, fertilizes, waters, sprays, prunes and transplants trees and shrubs, vegetables and perennial flowers. Develops planting and propagation schedules and maintains lawns including mowing. Ensures cleaning sidewalks and roadways. Performs minor repairs on irrigation system and plumbing.

DUTIES INCLUDE:

I. Gardener Duties:

- Prepares soil, plants, fertilizes, transplants etc.
- Develops planting and propagation schedules and maintains lawns including mowing.
- Ensures cleaning of sidewalks and roadways; work includes the Embassy and housing compounds, including the ambassador's residence.
- Maintains shrubs and trees
- Applies fertilizers, pesticides and herbicides as needed.
- Performs minor repairs and adjustments on irrigation system and plumbing.
- Operates/maintains powered tools, including gas and electric mowers and trimmers.
- Checks, inspects, adjusts and maintains gardening equipment and general tools, including heavy equipment as Fork Lifts, Man Lifts, Bobcats and riding mowers.

II. Tradeshelper Duties

- Performs all labor related tasks associated with building trades. (Painting, carpentry, minor electrical, plumbing, HVAC type work)
- Assists tradesman in maintenance of buildings. Works with journeyman tradesmen to accomplish project and maintenance type work.
- Performs tasks on basis of written or oral instructions from the supervisor, blueprints, sketches, and work orders that clearly show what is to be done.
- Escorts contractors when necessary to complete their duty.

III. Performs other tasks or duties as assigned by the Facility Manager or Maintenance Supervisor